



DEPARTMENT OF PUBLIC SAFETY  
INTRA-DEPARTMENTAL CORRESPONDENCE



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DATE: MARCH 4, 2011

FROM: ACTING CHIEF ROBERT W. SHILLING *RWS*

TO: ALL DPS COMMISSIONED PERSONNEL

SUBJECT: DIRECTIVE 2011-02  
VIOLATIONS OF PRS:15 - ABSENCES FROM WORK  
ADMINISTRATIVE INVESTIGATIONS REQUIRED

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The purpose of this directive is to ensure that the Department of Public Safety maintains a consistent practice where it pertains to personnel matters resulting from an alleged violation of DPS policy **PRS:15 Absences From Work**.

Effective immediately, all violations of this policy where **any potential** exists for a retroactive adjustment to a commissioned officer's pay (entry of LWOP for hours claimed as leave) shall be referred to the Standards Bureau for administrative investigation of the alleged act/s.

Alleged violations considered "abuse of leave," per policy, that do not reach the level requiring retroactive pay adjustments, will be documented and handled at the Commander's level with guidance from the Department of Public Safety's Human Resources Bureau. This does not preclude repeated violations of this policy from being forwarded to the Standards Bureau for administrative investigation.

Please forward any questions or concerns regarding this directive to the attention of my office through your chain of command.

Your cooperation in this matter is expected and appreciated.

RWS/sfh

cc: Human Resources Bureau  
Office of Legal Affairs  
Standards Bureau